

**Retroactive Awards Process: Completing and submitting a request for a Retroactive Award (Army Achievement Medal (AAM) and above)**

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Obtain a copy of the checklist	Unit Personnel and/or Soldier obtains a copy of the checklist. The checklist is found in ARNG-HRH Policy Memorandum 11-048 (Revised Policy for Individual Retroactive Combat Award Recommendations) Annex A.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			
2	Obtain and complete all documents on the checklist	<p>Unit Personnel and/or Soldier obtains and completes all documents on the checklist.</p> <p>ARNG-HRH Policy Memorandum 11-048 (Revised Policy for Individual Retroactive Combat Award Recommendations) Annex A, lists the following required documents for decorations (excluding the Purple Heart):</p> <ul style="list-style-type: none"> <li>- DA Form 638 (Recommendation for Award) signed by the original or wartime chain of command at the time of the act</li> <li>- One page Narrative description of the incident or act of valor that outlines the actions of the recommended Soldier deemed as heroic/valorous, meritorious, or worthy achievement</li> <li>- Proposed Award Citation</li> <li>- DD Form 214 (Certificate of Release or Discharge From Active Duty)</li> <li>- If applicable, DD Form 215 (Correction to DD Form 214, Certificate of Release or Discharge From Active Duty)</li> </ul> <p>For Silver Star and above, the following documents are also required:</p> <ul style="list-style-type: none"> <li>- Two Eyewitness Statements (minimum of two) written by individuals other than the Soldier being nominated</li> <li>- Records, extracts, sketches, maps, diagrams, and photographs which support and amplify the award</li> </ul>	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048	<p>DA Form 2-1</p> <p>DA Form 638</p> <p>DD Form 214</p> <p>DD Form 215</p> <p>Enlisted Record Brief (ERB)</p> <p>Officer Record Brief (ORB)</p>		<p>Upon approval, the information that is annotated on the Proposed Award Citation is transcribed on the Award Certificate.</p> <p>DA Form 2-1 (Personnel Qualification Record), Enlisted Record Brief (ERB), or Officer Record Brief (ORB) is not mandatory but recommended for correctly determining the number of Oak Leaf Clusters to which the Soldier may be entitled.</p> <p>No classified documents should be sent. However, if a classified document needs to be sent, the Unit Personnel and/or Soldier must contact Personnel Policy Division – Special Actions Branch (ARNG-HRH-A)/Awards Section directly to discuss appropriate steps.</p>

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3	Over two years and/or cannot be presented within three years?	<p>Except for the Purple Heart, recommendations for decorations must be submitted within two years of the act, achievement, or service. A request for a decoration after the expiration of the two-year period and/or cannot be presented within three years requires a Congressional Referral Memorandum and Letter of Lateness.</p> <p>If the request is over two years and/or cannot be presented within three years, go to step 4.</p> <p>If the request is not over two years and/or can be presented within three years, go to step 5.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			
4	Obtain Congressional Referral Memorandum and Letter of Lateness	Unit Personnel and/or Soldier obtains the Congressional Referral Memorandum and Letter of Lateness.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			
5	Submit Award Packet	Unit Personnel and/or Soldier submits the Award Packet to the recommended Soldier's State Awards Coordinator.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			Delivery of the Award Packet varies from State to State (email or mail).
6	Receive and review Award Packet	State Awards Coordinator receives the Award Packet from the Unit Personnel and/or the Soldier and reviews the Award Packet for completeness.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			
7	Complete Award Packet?	<p>State Awards Coordinator determines if the Award Packet is complete.</p> <p>If the Award Packet is incomplete, go back to step 2.</p> <p>If the Award Packet is complete, go to step 8.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			

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8	Send Award Packet	If the Award Packet is complete, the State Awards Coordinator sends the Award Packet to the Personnel Policy Division – Special Actions Branch (ARNG-HRH-A)/Awards Section. Delivery of the Award Packet varies from State to State (email or mail). All electronic submissions should be sent to <a href="mailto:ngbcombatawards@ng.army.mil">ngbcombatawards@ng.army.mil</a> . All paper packets should be submitted by mail to Chief, Personnel Policy Division, ATTN: ARNG-HRH-A Combat Awards, 111 South George Mason Drive, Arlington, VA 22204.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			No classified documents should be sent. However, if a classified document needs to be sent, the Unit Personnel and/or Soldier must contact ARNG-HRH-A Awards Section directly to discuss appropriate steps.
9	Receive and review Award Packet	ARNG-HRH-A Awards Section receives the Award Packet from the State Awards Coordinator and reviews the Award Packet for completeness.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			
10	Complete Award Packet?	ARNG-HRH-A Awards Section determines if the Award Packet is complete and in compliance with AR 600-8-22 (Military Awards).  If the Award Packet is incomplete, go back to step 2.  If the Award Packet is complete, go to step 11.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			
11	Send Award Packet	If the Award Packet is complete, the ARNG-HRH-A Awards Section sends the Award Packet to the U.S. Army Human Resources Command (HRC)/Awards Branch.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			The expected processing time through ARNG-HRH-A to HRC is 60-90 days.
12	Receive and review Award Packet	HRC Awards Branch receives the Award Packet from the ARNG-HRH-A Awards Section. HRC Awards Branch holds a Board to review the Award Packet.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			

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13	Approve Award Packet?	<p>HRC Awards Branch has three options for final disposition for the Award Packet:</p> <ul style="list-style-type: none"> <li>- Return Without Action (RWA)</li> <li>- Approve</li> <li>- Disapprove/Downgrade</li> </ul> <p>If HRC's final disposition is RWA, go to step 14.</p> <p>If HRC's final disposition is approve, go to step 16.</p> <p>If HRC's final disposition is <u>disapprove/downgrade, go to step 18.</u></p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			
14	Develop and send Return Without Action (RWA) Memorandum	If HRC's final disposition is RWA, HRC Awards Branch develops a Return Without Action (RWA) Memorandum and sends it through the chain of command to the ARNG-HRH-A Awards Section, the State Awards Coordinator, and the Unit Personnel and/or Soldier via email.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			
15	Receive Return Without Action (RWA) Memorandum	<p>ARNG-HRH-A Awards Section, State Awards Coordinator, and Unit Personnel and/or Soldier receives the Return Without Action (RWA) Memorandum from the HRC Awards Branch.</p> <p>Go back to step 2 to continue the process.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			
16	Develop and send Approval Memorandum	If HRC approves the Award Packet, HRC Awards Branch develops an Approval Memorandum and sends it through the chain of command to the ARNG-HRH-A Awards Section, the State Awards Coordinator, and the Unit Personnel and/or Soldier via email.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			
17	Receive Approval Memorandum	ARNG-HRH-A Awards Section, State Awards Coordinator, and Unit Personnel and/or Soldier receives the Approval Memorandum from the HRC Awards Branch. This process ends.	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			

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18	Develop and send Denial Memorandum/Downgraded Award	If HRC disapproves/downgrades the Award Packet, HRC Awards Branch develops a Denial Memorandum/Downgraded Award and sends it through the chain of command to the ARNG-HRH-A Awards Section, the State Awards Coordinator, and the Unit Personnel and/or Soldier via email.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			
19	Receive Denial Memorandum/Downgraded Award	ARNG-HRH-A Awards Section, State Awards Coordinator, and Unit Personnel and/or Soldier receives the Denial Memorandum/Downgraded Award from the HRC Awards Branch.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			
20	Appeal decision?	The Soldier has the option to submit a one-time appeal to HRC Awards Branch decision to deny/downgrade the Award Packet.  If the Soldier does appeal the decision, go to step 22.  If the Soldier does not appeal the decision, this process ends.	AR 600-8-22  ARNG-HRH Policy Memorandum 11-048			AR 600-8-22 (Military Awards), Paragraph 1-16, states, a request for reconsideration or the appeal of a disapproved or downgraded award recommendation must be place in the official channels within 1 year from the date of the awarding authority's decision.
21	New evidence?	The Soldier must produce new supportive evidence to submit to appeal the decision to deny/downgrade the Award Packet.  If the Soldier does have new supportive evidence, go to step 22.  If the Soldier does not have new supportive evidence, this process ends.		DD Form 149		Other options for reconsideration or appeal include the Army Board for Correction of Military Records (ABCMR) and the Inspector General. A DD Form 149 (Application for Correction of Military Record) is required for review by the ABCMR.

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22	Collect and complete new documentation	<p>If the Soldier decides to appeal the decision, the Unit Personnel and/or Soldier must collect and complete all new documents on the checklist. The checklist is found in ARNG-HRH Policy Memorandum 11-048 (Revised Policy for Individual Retroactive Combat Award Recommendations) Annex A.</p> <p>Additionally, the Unit Personnel and/or Soldier must provide a Justification for Reconsideration/Appeal Letter explaining the reason for the appeal. The letter must be in letter format and must not exceed two single-spaced typewritten pages. AR 600-8-22 (Military Awards), Paragraph 1-16b, requires a copy of all original documents, including recommendation, endorsements, and the citation, be attached.</p> <p>If the original recommendation is not available, a new/reconstructed recommendation should be submitted.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			
23	Submit new Award Packet	<p>Unit Personnel and/or Soldier submits the new Award Packet to the same official channels as the original recommendation. Delivery of the Award Packet varies from State to State (email or mail).</p> <p>AR 600-8-22 (Military Awards), Paragraph 1-16a, states, a request for reconsideration or the appeal of a disapproved or downgraded award recommendation must be placed in official channels within one year from the date of the awarding authority's (e.g. HRC Awards Branch) decision.</p> <p>Go back to step 6 to continue this process.</p>	<p>AR 600-8-22</p> <p>ARNG-HRH Policy Memorandum 11-048</p>			<p>If the Award was previously downgraded and the appeal is approved, HRC Awards Branch must revoke the lesser awarded decoration.</p>